#

# How to Complete your Risk Assessment

# PLEASE READ THIS FIRST:

# Risk assessments are a legal document. They are needed to show that you have considered all the possible risks pertaining to your activity and have been pro-active in putting controls in place to lower the risk to both your members participating in your event and any others who might be affected by what you do.

Remember to consider all aspects of your event from Setting up to clearing down.

# There are two parts to your Risk Assessment Form:

# Hazard Checklist,

# Risk Assessment.

# The Hazard Checklist should be used as a guide to help you think about what risks might be present during your event – it is not an exhaustive list and there may be other hazards relevant to your group/activity and you can add these yourself to Section 8.

# Step One

# Complete the top section of the Hazard Checklist (page 1 of the Risk Assessment form/document), i.e. your name, your position, etc.

# Step Two

# On the Hazard Checklist, check the boxes next to all the hazards OR potential hazards that (may) affect your event – ensure you consider each section and sub-section on the list.

*There is a chance to add any specific hazards not already on the form in section 8*.

# Step Three

# For each area that have checked, note the corresponding Hazard Reference number (e.g. “1.1” = Fire in Building”) in the Hazard Reference column on the main Risk Assessment Sheet.

# Step Four

Work out the type of harm that could potentially be caused by the hazard and make a note of your findings in the second column (e.g.: hazard 5.1 could cause Electric Shock, Fire, Explosions)

Then think about how the hazard can be reasonably controlled and record this in column three.

Finally if there is anything else you require or could do to control the hazard then record this in column 4.

# *There is an example on the Risk Assessment on how to complete each column properly, and in what level of detail.*

*For any additional help please see any previous copies of your Group’s Risk Assessments or contact* *susafety@nottingham.ac.uk*

**One-Off Event Risk Assessment Hazard Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Society/Group/Club** |  |  | **Assessment Date** |  |
| **Assessment Carried out by**  |  |  | **Approved By** |  |

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| **Main Activities in your Event** |  |  | **Location(s) of Event** |  |
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| **1** | **Planning** |  |  | **5** | **Sporting Event Hazards** |  |
| **1.1** | Lack of First Aid Provision or Equipment |[ ]   | **5.1** | Temperature – Too Hot or Cold |[ ]
| **1.2** | Lack of Fire Fighting Measures |[ ]   | **5.2** | Crowd / Spectator Medical Emergency |[ ]
| **1.3** | Unsafe behaviour by attendees |[ ]   | **5.3** | Participant Medical Emergency |[ ]
| **1.4** | Poor performance of Stewards/Volunteers |[ ]   | **5.4** | Overcrowding |[ ]
| **1.5** | Lack of space available for activity |[ ]   | **5.5** | Unsuitable Playing Areas / surfaces |[ ]
| **1.6** | Inexperienced / novice attendees |[ ]   | **5.6** | Poor / Damaged Equipment |[ ]
| **1.7** | Young Persons (under 18’s) |[ ]   | **5.7** | Inexperienced / Novice Participants |[ ]
|  |  |  |  |  |  |  |
| **2** | **Event Set-up / Preparation** |  |  | **6** | **Clear – Down (After the Event)** |  |
| **2.1** | Fire in building or venue |[ ]   | **6.1** | Litter / Debris Clearance |[ ]
| **2.2** | Blocking fire exits / extinguishers |[ ]   | **6.2** | Cash Handling |[ ]
| **2.3** | Slips, Trips & Falls |[ ]   | **6.3** | Working at Height |[ ]
| **2.4** | Insufficient or unsuitable space |[ ]   | **6.4** | Lost or Damaged Personal Property |[ ]
| **2.5** | Working at Height (e.g. putting up decorations) |[ ]   | **6.5** | Transportation to official after-party |[ ]
| **2.6** | Lifting & Carrying heavy items |[ ]   | **6.6** | Ensuring overly Drunk attendees get home safely |[ ]
| **2.7** | Members of the Public |[ ]   |  |  |  |
| **2.8** | Electricity Hazards |[ ]   |  |  |  |
| **2.9** | Chemicals / hazardous substances |[ ]   |  |  |  |
| **22.2** | UNTRAINED PERSONS NAUGHTY  | **YE** |  |  |  |  |
| **3** | **Indoor Events Hazards** |  |  | **7** | **General Hazards** |  |
| **3.1** | Large Queues waiting for event |[ ]   | **7.1** | Alcohol related accidents / incidents |[ ]
| **3.2** | Overcrowding of the Venue |[ ]   | **7.2** | Food Poisoning |[ ]
| **3.3** | Fire at the Venue |[ ]   | **7.3** | Conflict with 3rd Parties / Vendors |[ ]
| **3.4** | Medical Emergencies |[ ]   | **7.4** | Damage to property / buildings |[ ]
| **3.5** | Poor Lighting in the venue |[ ]   | **7.5** | Loss / Theft of group equipment  |[ ]
| **3.6** | Slips, Trips or Falls |[ ]   | **7.6** | Cash Handling  |[ ]
| **3.7** | Noise |[ ]   | **7.7** | Transport provided by the group |[ ]
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| **4** | **Outdoor Event Hazards** |  |  | **8** | **Other Hazards Specific to your REGULAR activity –** INSERT AS REQUIRED |  |
| **4.1** | Bad / Cold / Hot Weather |[ ]   | **8.1** |  |[ ]
| **4.2** | Unsuitable Ground / Surfaces |[ ]   | **8.2** |  |[ ]
| **4.3** | Members of the Public |[ ]   | **8.3** |  |[ ]
| **4.4** | Use of Electricity Outdoors |[ ]   | **8.4** |  |[ ]
| **4.5** | Medical Emergencies |[ ]   | **8.5** |  |[ ]
| **4.6** | Traffic / Vehicles |[ ]   | **8.6** |  |[ ]
| **4.7** | Inexperienced / Novice Participants |[ ]   | **8.7** |  |[ ]
| **4.8** | Fire Displays, Fireworks, Lasers |[ ]   | **8.8** |  |[ ]
| **4.9** | Noise |[ ]   | **8.9** |  |[ ]
| **4.10** | Communication Difficulties between members of the organising committee. |[ ]   | **8.10** |  |[ ]
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**Society / Group Master Risk Assessment**

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| **Hazard Ref.** | **Potential Effect/ Injury** | **Existing Controls in Place** | **Further Controls Required?** | **OFFICE USE****Who By** | **OFFICE USE****Target date** |
| ***Example****2.8* | *Electric shock* *Fire Risk* | *All equipment is PAT tested and checked prior to use.**Appropriate fire fighting equipment and procedures in place.* |  |  |  |
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